RDS Secure Web Site Registration & Application Process

RDS Secure Web Site Overview

- Primary communication link between Plan Sponsors the and RDS Center
  - Submit applications
  - Submit retiree files, payment requests, appeals
  - Maintain account information
  - Track status of applications and payment
  - Notifications from RDS Center

User Roles – Authorized Rep

- Authorized Representative (AR) – Business Owner/ Officer or Trustee of Plan. Person ultimately responsible for all application(s) information. Required to agree/authorize compliance with RDS program requirements.
- Chooses Account Manager
  - Authorized to perform all functions except establishing initial Plan Sponsor account and actuarial attestation
  - Must be employee of Plan Sponsor with authority (CFO, President/CEO, etc.)

User Roles – Account Manager

- Account Manager (AM) – Authorized Representative delegates all account management tasks to this person. Authority to do everything for AR *except* sign the Plan Sponsor Agreement and actuarial attestation.
  - Establishes Plan Sponsor Account
  - Identifies the AR for the Plan Sponsor
  - Manages account and application process
  - For security reasons, AR and AM must be different people
  - May be employee of, or agent for, Plan Sponsor (HR director/manager, consultant, etc.)

User Roles - Actuary

- Qualified Actuary – Member of the American Academy of Actuaries (AAA). Sign attestation of plan's actuarial equivalence to Part D.
  - Designated on each application
  - When combining benefit options, a Qualified Actuary must attest to the Gross Value of *each* benefit option, and a Qualified Actuary must attest to the Net Value of the combined options.
  - When NOT combining benefit options, a Qualified Actuary must attest to *both* the Gross and Net Value of *each* benefit option.

User Roles – Designee(s)

- Designees – Assigned by AR or AM to perform specified functions.
  - Assigned on each application
  - Optional role
  - Assist filling out certain sections of the application
  - May be permitted to request payment, appeals
  - Cannot sign plan sponsor agreement
  - Cannot designate other designees

Registering on the RDS Secure Web Site

Starting the Process

- AR selects an AM
- AM comes to the RDS Center Web Site and requests ID, plan sponsor account, identifies AR
- AM and Plan Sponsor validated by RDS Center
- AM receives e-mail indicating validation status
- AR receives e-mail to visit the RDS Center Web Site with unique one-time link
- AR comes to RDS Center Web Site for ID
- AR validated by RDS Center
- AM (or AR) begins application

Create New Account Manager ID

- Click the **» Create a New Account Manager ID »** link on the right hand side of the RDS Program Web Site home page.
- Review the information that is presented on the Account Manager Introduction page. This information explains the difference between the roles of the Account Manager and the Authorized Representative. Please note that once you are assigned a role in the RDS Secure Web Site it cannot be changed. Each web site user may only be assigned one role.
- Press **Continue** to create a new Account Manager ID or press **Cancel** to cancel the request.

Plan Sponsor Account Registration

- After clicking **Continue**, complete the following information about the Plan Sponsor:
  - EIN (required)
  - Company name (required)
  - Business telephone number (required)
  - Fax number (optional)
  - Company home page (optional)
  - Type of organization (required)
  - Company address (required)
- Press **Continue**.
- Provide information about the Authorized Representative responsible for the Plan Sponsor account:
  - e-mail address (required)
  - First name (required)
  - Middle name (optional)
  - Last name (required)
- Press **Continue**.

Plan Sponsor Account Registration (cont.)

- Complete the following information about yourself, the Account Manager:
- First name (required)
- Middle name (optional)
- Last name (required)
- e-mail address (required)
- Social security number (required)
- Date of birth (required)
- Job title (required)
- Telephone (required)
- Fax number (optional)
- e-mail address (required)
- Mailing address (required)
- Press **Continue**.

Plan Sponsor Account Registration (cont.)

- Choose your Login ID and Password.
- Choose your Security Questions.
- Press Continue.
- Review the summary page to ensure the data you entered is correct. Edit as necessary.
- After you are confident the summary information is accurate, click the Continue button.
- The Thank You page presents you with a summary of the information to print if desired. Please allow 8 business days for your request to be processed.
- Click Exit to exit the process and return to the RDS Program Web Site.

Help Convention

If at any time you need assistance with the Plan Sponsor Account Registration page Click the **» Plan Sponsor Account Registration »** link on the right hand side of the page.

Help About this Page

Plan sponsor Account Registration
About this page –

On this page you are being asked to provide identifying information about the Plan Sponsor. It is very important that the information is accurate, as it will be used to validate the existence of the organization. The Plan Sponsor Company Name and Address fields must correspond with information associated with the Federal Employer Tax Identification Number (EIN).

In addition, you will be asked to read and accept the User Agreement and Privacy Policy (required). If you choose not to accept the agreement and policy you will not be able to continue with the registration process. If you would like to print the User Agreement and Privacy Policy, a link has been provided.

Once you have entered all the information into the required fields on this page, click the “Continue” button.

Click the “Cancel” button to terminate the process.

Help About this Page

Plan sponsor Account Registration
About this page – continued

Data fields on this Page –

Field Name	Field Description
EIN	Required field Enter the federal employer tax identification number in this field.
Company Name	Required field Enter the company name associated with the EIN provided above.
Business Telephone	Required field Enter the main business telephone number for the company name provided above.
Fax	Optional field Enter the main business fax number for the company name provided above.

Authorized Representative Information

- The **Authorized Representative** is the **ONLY** person who can sign and submit an application to the RDS Center for processing. Therefore, it is imperative that the Authorized Representative completes the registration process.
- When you receive your registration e-mail invitation, click on the **Authorized Representative Registration** page link.

Account Manager Personal Information

After clicking the link the **Authorized Representative Registration** page will display. This is the first of five pages. Please make sure that the personal information (birth date, social security number, and your first and last name) is entered correctly. This information will be used during the validation process.

Account Manager Login Page

- Account Manager Login Information
  - An asterisk (*) indicates a required field
  - Choose your Login ID and password carefully.
  - Login Ids must be 8 to 15 characters
  - Login Id and Password cannot be the same
  - Password must be 8 characters in length
  - Password must be combination of letters and numbers
  - Password must be lower case only (do not use mixed case)

Account Manager Summary Page

Please review your information
The following information will be processed:

Plan Sponsor Information
EIN:99999999
Company Name: deba third test one
Business Telephone: (555)555-5555
Fax:
Company Home Page: https://
Organization type: commercial
Company Address
Street Line 1: one west penn ave
Street Line 2:
City: bel air
State: CO
Zip Code: 999999

Account Manager Personal Information
First Name: patrick
Middle Initial:
Last Name: weber
Social Security Number: 999-99-9999
Job Title: Accounting Manager

Account Manager Thank You Page

Thank You – patrick weber (debstest1)

patrick weber, thank you for your interest in the Retiree Drug Subsidy Program. Your request for a Plan Sponsor Account has been submitted today. Please allow 8 business days for your request to be processed.

The following information is being sent for processing :

Plan Sponsor Information
EIN:99999999
Company Name: deba third test one
Business Telephone: (555)555-5555
Fax:
Company Home Page: https://
Organization type: commercial
Company Address
Street Line 1: one west penn ave
Street Line 2:
City: bel air
State: CO
Zip Code: 999999

Account Manager Personal Information
First Name: patrick
Middle Initial:
Last Name: weber
Social Security Number: 999-99-9999
Job Title: Accounting Manager

Next Steps

- RDS Center validates Plan Sponsor and Account Manager information
- RDS Center assigns Plan Sponsor ID and activates the Account Manager Login ID
- e-mail sent to Account Manager with link back to the RDS Center Web Site – 1 to 2 days after submission
- e-mail sent to AR to inform him/her of AM registration and invitation to register

RDS Secure Web Site Login

Type in your login ID name and password in the **» Enter LOGIN ID and ENTER Password »** fields on the right hand side of the RDS Program Web Site home page. Click the Login button below the enter password field.

Account Manager Home Page

Displays the following information:

- Plan sponsor ID
- Plan name
- Authorized Rep
- Incomplete applications
- Pending application
- Approved applications
- Rejected application

Submitting an Application

Start a New Application

- Select a Plan Sponsor ID
- Provide the following:
  - Plan Name/Description
  - Plan Start and End Dates
- Click on Continue button

Plan Sponsor Application List

- Select an action for your application
- Click on Go button

Application Status

- Summary of specific application
- Status of completion for each section
- Click on application section links to open and complete

Assign Designee(s)

- Enter e-mail address of Designee (s)
- If the e-mail address you entered cannot be found click on the assign new button to add a new Designee or click on the Modify Search button to enter a difference e-mail address.

Assign Designee(s)

Enter the following required fields:

- First name, Middle Initial, Last name
- E-mail address
- Re-enter e-mail address
- Pass Phrase
- Re-enter pass phrase

Assign Designee(s)

Check the box (s) of actions the designee can perform for the application.

Define Benefit Option (s)
Assign Actuary (s)
View Attestation Summary
Complete Electronic Funds Transfer Information
Define Payment Frequency
Choose Retiree List Submission Method
View/Send/Receive Retiree Data
Submit and view payment data
Withdraw application
Delete application
Request Extension
Submit Appeal

Click continue button or cancel

E-PHI Disclaimer

The privileges (view/send/receive retiree data and/or submit and view payment data) permit the Designee to access Electronic Protected Health Information (E-PHI) associated with this Plan Sponsor’s RDS application.

Designee Registration

- Designee will be presented with registration pages after following the link via e-mail
- Enter Pass Phrase
- Sign the User Agreement and submit

Designee Personal Information

Enter the following required information:

- Name
- SSN
- Date of Birth
- Job Title
- Mailing Address
- Telephone
- Mailing Address

Click on Continue button

Designee Login Information

- Enter user-defined Login ID and Password
- Select 2 security questions and answers
- Click on Continue button

Designee Summary Page

- Displays information entered for Designee
- Verify information
- Edit as needed
- Click on Submit button

Designee Thank You Page

- Displays information submitted by designee
- Next Steps:
  - RDS Center validates designee and activates designee Login ID
  - e-mail sent to designee with link back to the RDS Center Web Site – 1 to 2 days after submission
  - e-mail sent to AR to inform him/her of designee registration

Designee Home Page

Displays the following items regarding the Designee:

- Plan Sponsor ID
- Plan Name
- Authorized Rep
- Incomplete applications
- Pending applications
- Approved application
- Rejected applications

Application Status

Application Status Page displays which sections of the application are complete and/or incomplete.

Benefit Option(s)

Benefit Option (s) Summary page displays the following:

- Benefit Option Name
- Unique Benefit Option Identifier
- Benefit Options Type
- Attestation Status
- Benefit Option Administrator

Benefit Option(s)

Enter the following required fields:

- Benefit Option Name
- Unique Benefit Option Identifier (e.g. RX Group Number)
- Benefit Option Type
- Company Name

Assign Actuary(s)

Are you combining two or more benefit options for the purpose of demonstrating that the plan meets the actuarial equivalence net test?

Click “Yes” or “No” then click “continue” button

Assign Actuary(s)

Enter the following required fields:

- First Name
- Middle Initial
- Last Name
- Actuary AAA Membership Number
- E-mail address
- Re-enter e-mail address

Click continue button

Assign Actuary(s)

To add an Actuary enter their e-mail address. If the e-mail address you entered cannot be found enter the e-mail address again or assign a new actuary.

Assign Actuary(s)

When you add a new actuary the following information will be displayed:

- Name of the actuary
- E-mail address

If you want to use the actuary listed above click on "accept." If this is not Correct, you can search again.

Actuary Summary

Actuary Summary page displays the following:

Gross Value Test

- Benefit Option
- Unique Benefit ID
- Actuary

Net Value Test

- Plan Name/Description
- Application Number
- Actuary

Actuary Registration

- If a designated actuary already has a RDS login ID, s/he will receive an e-mail notification to provide attestation
- If a designated actuary does not have a RDS login ID, s/he will receive an e-mail invitation to visit the RDS Web Site to obtain one via a secure link

Electronic Funds Transfer (EFT)

Enter the following required information:

Account Information -

Bank Name

Account Type

Company Name Associate with Account

Re-enter account number

Bank routing number

Re-enter bank routing number

Bank contact -

First, Middle Initial, Last name

Telephone number

E-mail address, re-enter e-mail address

Bank address

Payment Frequency

Select the payment frequency:

- Monthly
- Quarterly
- Interim Annual
- Annual

Click “continue” or “cancel” button

Retiree List Submission Method

Select one of the following methods of submission:

- Upload file via the secure web site
- Send file mainframe to mainframe via AGNS
- COB Voluntary Data Sharing Agreement (VDSA)

Click “continue” or “cancel” button

Mainframe to Mainframe

Enter the following required fields of the Technical Contact Person:

- First, Middle Initial, Last name
- E-mail address, re-enter e-mail address
- Telephone number

COB VDSA

If you currently have a VDSA, please ensure the next submission is received at the RDS Center to meet application-filing requirements.

If you do not currently have a VDSA and would like to get additional information, contact the CMS Coordination of Benefits (COB) Contractor at cobva@ghimedicare.com. The usual timeframe for completing the agreement and testing with the CMS COB contractor is 60 to 90 days for new agreements.

Click “continue” or “cancel” button

Actuary Registration

If you have been assigned as an Actuary the following information will be displayed:

Plan Sponsor Company name, ID and application ID.

To set up a login ID for you to attest as an actuary enter your American Academy of Actuaries (AAA) membership number in the required field.

View the user agreement and click the accept box if you agree.

Click “continue” or “cancel” button

Actuary Personal Information

Enter the following required information:

- First name, middle initial, last name
- Job title
- Company name
- Telephone
- Mailing address

Click “continue” and “cancel” button

Actuary Login Information

Enter the following required information:

- Login ID
- Password, re-enter password
- Answer two security questions and answers that you choose.

Actuary Summary Page

Review of the personal and login information provided.

Actuary Thank You Page

Thank you page for registering.

RDS Secure Web Site Login

Type in your login ID name and password in the **» Enter LOGIN ID and ENTER Password »** fields on the right hand side of the RDS Program Web Site home page. Click the Login button below the enter password field.

Actuary Homepage

Actuary homepage with the following information displayed:

- Plan sponsor ID
- Plan sponsor name/description
- Application attested
- Application pending attested

Actuary Application List

Actuary application list page with the following information displayed:

- Application number
- Plan name
- Application status
- Attestation status
- Plan start and end date
- Actions

Attestation Summary

Attestation summary page with the following information displayed:

- Gross Value Test
- Net Value test

Attestation

View the actuarial attestation for the Gross Value Test

Click the “Attest Now” box

Answer the two security questions

Click “continue” or “cancel” button

Completed Attestation Summary

Displays the following:

Gross Value Test
Net Value Test

Authorized Representative Registration

If you have been assigned as an Authorized Rep the following information will be displayed:

Plan Sponsor Company name, and Plan Sponsor ID.

If you agree with who has been assigned as the Account Manager click the box.

View the user agreement and click the accept box if you agree.

Click “continue” or “cancel” button

Authorized Representative Personal Information

Enter the following required information:

First name, middle initial and last name
Social Security number
Date of birth
Job title
Business telephone
Mailing address

Click “continue” or “cancel” button

Authorized Representative Login Information

Enter the following required information:

Login ID
Password, re-enter password
Select and answer two security questions and answers

Authorized Representative Summary Page

The Authorized Rep summary page displays the following information:

Authorized Rep personal and login information submitted

Click “continue” , “edit” or “cancel” button

Authorized Representative Thank You Page

- Displays information submitted for AR
- Next Steps:
  - RDS Center validates AR personal information
  - RDS Center AR Login ID
  - Confirmation e-mail sent to AR with link back to the RDS Center Web Site – 1 to 2 days after submission

Plan Sponsor Agreement

- Required for each application
- Authorized Representative only
- Read and sign
- Answer security questions to validate signature
- Submit Application for processing by RDS Center
- Application can be submitted prior to Retiree List submission but will be put on hold until file received

Account Manager Home Page

Displays the following information:

- Plan sponsor ID
- Plan name
- Authorized Rep
- Incomplete applications
- Pending application
- Approved applications
- Rejected application

Retiree Files

General Information

- A qualifying, covered retiree is considered eligible for the subsidy based on his/her Medicare entitlement
  - **Part A entitled or Part B enrolled**

    and
  - **NOT enrolled in Part D**
- An application must have at least one qualifying, covered retiree in order to be approved
- Only one file per application will be accepted
- There must be an Unique Benefit Option Identifier (e.g. Rx Group Number) for each benefit option associated with the plan
- Layouts on the RDS Center Web Site

Upload to RDS Secure Web Site

- Link to File Transfer Facility from RDS Secure Web Site
- Re-authentication with Login ID and password required – AR, AM, or designees granted upload permission
- Access mailbox by plan sponsor and application
- Comma delimited file
- Response and notification files can be downloaded
- e-mails alerts when response and notification files available

Mainframe to Mainframe Via AGNS

- Technical Contact will work with RDS Center staff to set up (5 to 10 days with existing AGNS account, 30 to 45 days without)
- Using Connect:Direct over AGNS
- Response and notification files will be returned the same way
- e-mail alerts when response and notification files sent
- Fixed length flat files for retiree list and response files

Voluntary Data Sharing Agreements (VDSAs)

- Administered by the Medicare Coordination of Benefits (COB) contractor to enable CMS and employers to electronically exchange employee coverage information and Medicare entitlement information on a current basis to dramatically improve coordination of benefits between your Group Health Plan and Medicare.
- Will allow employers and insurers to coordinate new Part D benefit and provides alternative method for submission of monthly retiree files to the RDS Center for employers claiming the subsidy.

Initial Submission

- Include all retirees to be covered by the subsidy during the plan sponsor’s plan year
- For plan years ending in 2006, the retiree list must be received by September 30, 2005
- For subsequent plan years, initial retiree lists must be received by RDS with the application 90 days prior to the start of the plan year
- A submitted application will not be processed until the retiree list has been received

Subsequent Monthly Submissions

- Should only include:
  - new retirees not reported to RDS previously
  - updates to previously accepted retiree records
  - deletions for previously accepted retiree records
  - Resubmissions
- Submitted monthly based on file transmission method selected on your application

Submitted Data Elements

- Submitted Data Elements (per Retiree)
  - Application ID
  - SSN and/or HICN
  - First Name
  - Middle Initial (optional)
  - Last Name
  - Date of Birth
  - Gender
  - Coverage Effective Date
  - Coverage Termination Date (optional)
  - Unique Benefit Option Identifier (e.g. Rx Group Number)
  - Relationship to Retiree
  - Action Type of Record (Add, Update, or Delete)

Response Data Elements

- Response File Data Elements (per Retiree)
  - Application ID
  - SSN and/or HICN
  - First Name
  - Middle Initial
  - Last Name
  - Date of Birth
  - Gender
  - Coverage Effective Date
  - Coverage Termination Date
  - Unique Benefit Option Identifier (e.g. Rx Group Number)
  - Relationship to Retiree
  - Action Type of Record (Add, Update, or Delete)
  - Subsidy Approval Indicator (Y or N)
  - Reason Code
  - Subsidy Effective Date
  - Subsidy Termination Date

Subsidy Periods

- Response records will indicate actual period(s) for which subsidy can be claimed
- Due to dates for Medicare Part A entitlement, Part B or D enrollment, subsidy period may not cover entire plan year
- Multiple response records indicating valid subsidy periods may be sent per retiree

Notifications

- Same response file layout using reason codes
- e-mail notification of file for transfer
- Retiree tries to enroll in Part D and initially rejected
  - Outreach/education
  - No change to subsidy period
- Retiree overrides rejection and signs up for Part D
  - Subsidy period terminated as of Part D effective date
- Changes to Retiree Part A entitlement or Part B enrollment
  - Changes to subsidy period dates will be sent for terminations and period shortening
  - Messages to resubmit retiree in other cases

Response File Reason Codes

01 Application did not meet filing deadline

02 Invalid Application ID

03 Invalid Retiree last name

04 Invalid Retiree first name

05 Invalid Retiree date of birth

06 Invalid Retiree gender

07 Invalid Retiree coverage effective date

08 Invalid Retiree coverage termination date

09 Invalid Retiree unique benefit option identifier

10 Enrolled in Part D

11 Not eligible for Medicare

12 Beneficiary is Deceased

13 Invalid HICN or SSN

14 Termination date is less then effective date

15 Missing Trailer record

16 Not a valid Medicare Beneficiary

RDS Application Processing

Behind the Scenes

Application Processing

An application will be reviewed and approved based on the following requirements:

- Plan Sponsor is determined to be a valid entity
- At least one qualifying covered retiree for which the Plan Sponsor is claiming subsidy is eligible
- Bank Account was validated
- No RDS system users involved in the application process were found to be debarred according the General Services Administration Debarment List or convicted of fraud or abuse per the Office of Inspector General Exclusion List

Application Processing (cont.)

In addition:

- Actuary(s) attesting to actuarial equivalence is a qualified member of the American Academy of Actuaries

- Meets timely filing requirements - 90 days prior to the beginning of the plan year unless an extension was granted, or an extension was requested and granted

Contact Us

- http://rds.cms.hhs.gov
- (877) RDS-HELP or
- (877) 737-4357
- (877)RDS-TTY0 or
- (877) 737-8890

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